

**The Kentucky Board of Licensure for**  
**Marriage and Family Therapists**  
**May 22, 2014**  
**Minutes**

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The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on May 22, 2014.

**Board Members Present:**

Ms. Jane Prouty, Chair  
Mr. Brien Hill  
Ms. Mary Badami  
Ms. Marie Ruf  
Ms. Mary Ellen Yates  
Ms. Carolyn Miller-Cooper

**Occupations and Professions:**

Marcia Egbert, Board Administrator

**Office of the Attorney General:**

Angela Evans, Board Attorney

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The May 22, 2014 meeting was called to order by Board Chair Jane Prouty at 11:55 a.m.

The Board reviewed minutes from the April 24, 2014 Board meeting. Following review and discussion, Carolyn Miller-Cooper made a motion to accept the minutes with revisions. Mary Ellen Yates seconded the motion. The motion carried unanimously.

The Board reviewed the FY14 Monthly Financial Reports for July 1, 2013 through April 30, 2014. Marie Ruf made a motion to accept the Financial Reports. Brien Hill seconded the motion and the motion was approved unanimously.

**O&P Report**

Marcia Egbert reported for Executive Director Gordon Slone. She reiterated what Mr. Slone said in his report that was included in the packet. The Memorandum of Agreement has been signed by the Board Chair and is complete. The Wi-Fi was assigned a permanent user name and password. O&P is in the process of filling the vacancy of Barbara Rucker who left and informed the Board that Donald Godbey has been hired to replace the fiscal employee who moved to Board Administrator. Work continues on the Database/On-line Renewal Project. Several reminders were given to Board members in regard to travel and plaques. As always, Mr. Slone can be contacted via phone or e-mail. The Board asked if the plaques had been received for Sandra Miller and Richard Hamon. Ms. Egbert is to check with Mr. Slone and fiscal to see what the status is of the plaques.

### **Attorney Report**

Ms. Evans had nothing to report at this time. Work continues on the draft amendments and forms.

### **Old Business**

Responses to all correspondence completed following the last Board meeting held on April 24, 2014 were included in the meeting packets for the Board's review.

- Frequently Asked Questions were discussed. Ms. Prouty consolidated all questions into one document and sent the final document to all Board members for review prior to the meeting. Questions were reviewed and corrections identified. Ms. Prouty will finalize the questions and send them to Ms. Egbert to be posted on the website. She will also contact KAMFT to inform them that they are on the website. While talking to KAMFT, she will also inform them of the RFP for an investigator is also available for applications to be submitted.
- Revised Forms were included in the meeting packets. Ms. Prouty asked that all Board members review them and final corrections will be made at the next Board meeting.
- The Reauthorization of the RFP for an investigator was discussed. Ms. Egbert informed the Board that Ms. Ellis said that it should be posted by Friday afternoon. Ms. Prouty will contact Dr. Kravic to let him know.
- Jennifer Hayes – Response sent
- Pamela Guerrero – Response sent
- Kristen Penland – Response sent
- Sandra Borrelli – Response sent
- Jennifer Kolb – Response sent
- Susan Callen – Response sent
- Kelly Lundebry – Response sent
- William McMican – Response sent

### **NEW BUSINESS**

The Board set a Work Session date for August 27, 2014 beginning at 1:00 p.m. Dinner will be served and the Work Session is slated to end at approximately 8:00 p.m. The regular Board Meeting will be held on August 28, 2014. Ms. Prouty asked Board members to send suggestions to be considered for the agenda. Several items suggested so far were: tracking fines and documentation, suicide training implementation, reciprocity, standardization on how applications are reviewed, provisional versus deferred, application for CEU's (justify speakers, how it is specific to MFT, how advertised and who is able to attend), courtesy statement on reminder cards, and CEU regulations.

An e-mail from Shirley Sell in regard to repeating approved CEU's at different locations was discussed at length. Carolyn Miller-Cooper made a motion that CEU's must be re-submitted for additional locations and when an additional date is added. They must also pay the application fee for the additional CEU's. Mary Badami seconded the motion. The motion was approved unanimously.

An e-mail from Pamela Guerrero was received with the question, "Does the Board allow a sponsor to add a presenter to an already approved CEU application?" Per the discussion about CEU's that was held earlier in this meeting, the Board responded that the Sponsor must submit a new application for CEU approval.

An e-mail was received from Dr. Smith inquiring whether the Board would approve a training from DOC if it was submitted individually by him. The Board stated that he must fill out the Application for Continuing Education Approval and submit all the required documents to the Board for review. If approved, it will only be approved for him. If DOC submits an application to the Board for the training and it was approved, it would be approved for anyone that attended.

The Board received a letter from Steven J. Feierstein requesting the Board waive the late fee for his license renewal. Pursuant to 201 KAR 32:030 Section 5 (1) a licensee who renews a license during the ninety (90) day grace period provided by KRS 335:340(3) shall pay a late renewal fee of seventy-five (75) dollars in addition to the payment of the renewal fee as established in Section 4 of this administrative regulation. Mary Badami made a motion that Mr. Feierstein's request be denied seconded by Carolyn Miller-Cooper. The motion passed unanimously. Ms. Egbert was instructed to inform Mr. Feierstein that the licensee is responsible to know when their renewal is and the notice of renewal is sent as a courtesy by the Board. The renewal reminder postcard is generic so it can be used each month. Ms. Egbert puts the month of the licensees renewal on the card as an additional courtesy so that you will be aware that you license is due within that month.

An e-mail was received from Sandra Borrelli (from California) asking several questions pertaining to the Board making her eligible to take the National exam. She was not required to take the National exam in California as they have their own exam. Ms. Borrelli was also licensed in Utah. The Board instructed Ms. Egbert to contact Ms. Borrelli and request that she review the standards for Utah. If the education and experience required is comparable to Kentucky she could submit her application based on her Utah license and then the Board may be able to make her eligible to take the National Exam based on that.

The Board discussed changing the times for the start of the Board meetings since the reviews continue to take extra time and cut into the meeting time. Marie Ruf made a motion that the review time remain at 8:30 a.m. and move the meeting time from 10:30 a.m. to 12:00 noon and include a working lunch (ordered out) for the meeting. Mary Ellen Yates seconded the motion and it carried unanimously. Ms. Egbert will forward menus to the Board members prior to each meeting so she can place orders for lunch. Ms. Egbert will also have the meeting time change placed on the website.

### **Complaints/Other Legal Matters**

The following recommendations were made to the Board on behalf of the Complaint Committee.

- 2011-007 – Pending

- 2013-004 – Recommend to dismiss as no violation of the law was found. Marie Ruf made a motion to accept the recommendation to dismiss. Brien Hill seconded the motion. The motion carried unanimously
- 2013-007 – Pending
- 2014-003 – Pending
- 2014-004 – Pending
- 2011-008 – Administrative Action on 12-KBMFT-0231 – Follow-up. Marie Ruf moved that Jane Prouty respond to the licensee per her request pertaining to the Settlement Action taken on 12/6/2012. Motion was seconded by Brien Hill. The motion carried unanimously.

### **Application Review**

- Mary Ellen Yates made a motion to approve all applications, renewals, audits and Provider Applications reviewed by Committees which met prior to this meeting. Marie Ruf seconded the motion and it was approved unanimously.
- Mary Badami made a motion to approved all Ratifications of applications, renewals, audits and Provider Applications reviewed prior to this meeting. Marie Ruf seconded the motion and it was approved unanimously.

### **Associates:**

The following applications for Marriage and Family Therapist Associates were approved: *Chelsey L. Barnett, Joyce D. Scherdin, Katelyn B. Tippet*

The following application for Marriage and Family Therapist Associate was approved with provisions: *Sandra Malone*

The following applications for Marriage and Family Therapist Associates were deferred: *Sharon Eileen Arflin, Robin L. Goben, Steven Green, Tamara M. James, Gayatri Singh, Charlotte Stapley*

The following Plans of Supervisions for Marriage and Family Therapist Associates were approved: *Valerie G. Day, Anita Evans, Melanie Ferguson, Edith Mahaffey, Katherine Washington*

The following Plan of Supervision for Marriage and Family Therapist Associate was approved with provisions: *James M. Peters*

The following Renewals for Marriage and Family Therapist Associates were approved: *Carol Anne Autry, Rebekah Burke, Damon Cobble, Sheila Hussey, Kim E. Jackson, Jennifer Komis, Amy Beth Lockwood, Melanie Randolph, Lauren Ruedel, Amy N. Scott*

The following Renewals for Marriage and Family Therapist Associate were approved with provisions: *Samantha Graves, Karen Hatcher, Emily Phan, Erin Ness Roberts*

The following Renewal for Marriage and Family Therapist Associate was denied: Susan Bione-Grevious

**LMFT:**

The following applications for Marriage and Family Therapists were approved: *Fran Ellers, Margaret Odom*

The following application for Marriage and Family Therapist was deferred: *Kimberle Scruggs*

The following Reinstatement for Marriage and Family Therapist was approved: *Alice Edwards*

The following Renewal Audits for Marriage and Family Therapists were approved: *Claudia Crawford, Katherine Loyd, Jane Prouty*

The following Renewal Audit for Marriage and Family Therapists was denied: *Ann-Margaret McIntosh*

Ratification of Online Renewals from 4/26/2014 thru 5/22/2014 for Marriage and Family Therapist were approved: (See attached list.)

Approved Continuing Education Applications are posted on the website at <http://mft.ky.gov> under Resources/Continuing Education.

**Status Report as of 3/27/2014**

- Active Licensee's for Marriage and Family Therapist.....541
- Active Permits for Marriage and Family Therapy Associates.....130
- Total Active Licensee's.....671
- Total Inactive Licensee's.....5
- No Exam results received during the last month.

The next meeting of the Marriage and Family Therapy has been scheduled for June 26, 2014 at 911 Leawood Drive, Frankfort, KY. Committees will meet at 8:30 a.m. with the Board meeting and working lunch to follow at 12:00 noon. Marie Ruf informed the Board that she would not be in attendance at the June meeting.

Marie Ruf made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on May 22, 2014. Mary Ellen Yates seconded the motion. The motion passed unanimously.

Mary Ellen Yates made a motion to adjourn, seconded by Mary Badami. The Marriage and Family Therapy Board meeting was adjourned by Chair Jane Prouty at 2:53 p.m.

Respectively Submitted: Marcia Egbert, Board Administrator

# RATIFICATIONS 3/27/2014 THROUGH 4/25/2014

Bush	Ilene Mary
CALLEN	SUSAN
Cook	Carol J.
Cornell	Juliette D
Coufal	Jeanette Diane
Crews	Helen C
Davis	Brian G.
Day	Rachel Ann
Durbin	Jessica Renae
Garon	Susan Marie
Gray	Mary Monica Claire
Hall	Donna B.
Hall	Alan M.
Hanshaw	William
HARD	HARRIETE E
Knowles	Karen L.
Kratzenberg	Betty Christine
Landis	James Darrell
Lee	Kelly Jeanette
Lentz	John D
MAGGARD	SAMUEL ROBISON
Marshall	Cassie Leigh
MCMICAN	WILLIAM H
Moseme	Motselisi E.
Mott	Melissa A.
O'Brien	Robert J.
Owens	Jane M.
Parker	Kelly Marie
Pitts III	Donald C
Price	Elizabeth Searce
Pruitt	Vera Gail
Reed	Mary Rouholiman
Rush	Randy Paul
Shippey	Jonathan Allen
Smith	Ginger Rae
Thomas	Enrica Tamar
Welter	Michael Dale
Yingling	Jean

